



## **TABLETOP HURRICANE-PREPAREDNESS EXERCISE**

### **March 30, 2006**

#### **ATTENDEES:**

Craig Ferguson	John Kelly	Ed Winslow
Christoph Leemann	Ronda Scales	Tom Hassler
Roy Whitney	Linda Ware	Patricia Sumner
Dennis Skopik	Linda Even	Pat Stroop
Steve Suhring	Debra Dowd	

#### **GUESTS**

From City of Newport News – Office of Emergency Management:  
Jack Williamson, Coordinator  
Dr. Rhonda Sturgis, Deputy Coordinator  
Carl Jackson, Emergency Planner

#### **Summary**

1. Familiarize Director's Command Staff members on hurricane preparedness, procedures, roles, and communications.
2. Based upon a pre-determined scenario, walk through advancing hurricane preparedness actions. This includes prescribed activities at intra-divisional level, directorate-level, and lab-wide activities.
3. Evaluate relevant EH&S Manual content and other procedures for effectiveness.
4. Compile any lessons-learned for wider distribution and/or action.
5. Address evacuation decision trigger point
6. At the conclusion of the exercise, L. Ware, JLab Public Affairs Manager, demonstrated use of JLab conference-call system. This could provide an alternative to a physical meeting should the Director's Command Staff need to confer while off site. Instruction cards were distributed to DCS members.

#### **Reference:**

EH&S Chapter 3510-T4  
National Weather Service, National Hurricane Center, Tropical Prediction Center  
<http://www.nhc.noaa.gov/index.shtml>

#### **Definitions (per National Weather Service – NWS):**

*Hurricane warning:* Hurricane with sustained winds of 74 mph or higher is expected in 24 hours or less.

*Hurricane watch:* Hurricane or a hurricane-related hazard is a possible threat within 36 hours.

*Tropical storm warning:* tropical storm conditions, including winds 39-73 mph pose a threat within 24 hours

*Tropical storm watch:* tropical storm conditions, including winds from 39-73 mph, are expected within 36 hours

Although JLab's levels of preparedness are aligned to the NWS advisory scheme, it should be noted that Director's Command Staff can use its discretion when determining lab Hurricane Preparedness Condition (HPC), and this may be more conservative than the outlined thresholds in chapter 3510-T4.

### **First-Stage Preparations:**

On June 1 Hurricane Season starts and Jefferson Lab goes into **Hurricane Preparedness Condition (HPC) 1**. The following actions take place:

1. Approximately one month prior to June 1, the Emergency Manager contacts all preparation checklist owners and requests that the lists be reviewed and updated to meet current operational conditions and needs. Checklist review includes determining what supplies are needed, and purchasing any items required. Each checklist has a predefined sequence of completion-status confirmation, culminating with the division AD and the Lab Director. Current checklists are posted on the Emergency Management web site: <http://www.jlab.org/intralab/emergency/hurricane/index.html>
2. On June 1<sup>st</sup> an All-Staff E-mail is sent out by the Director's Office informing staff and users that hurricane season is approaching and to initiate lab HPC-1 preparations. E-mail would include useful information such as where to find the hurricane preparation checklists, how staff will be notified before and after an event, links to the EH&S Manual Chapters and Appendix on Severe Weather, and the Severe Weather information link on the Web.
3. Groups, Departments and Divisions determine Hurricane Essential Personnel lists and distribute to John Kelly, Emergency Manager, and to Human Resources.
4. Associate Directors determine hurricane readiness status for each group. When all groups have reported readiness the Lab director should be informed.
5. Facility Management checks operation of back-up generators to ensure they are operational.
6. Residence Facility reviews current Letters of Understanding and communicates with representatives of companies to determine the status of alternate accommodation and transportation.

### **Second Stage (HPC-2) Preparations:**

When the National Weather Service issues a **hurricane watch** for the area, Jefferson Lab goes into HPC-2. The following action items take place.

1. The severe weather team meets to discuss exact recommendations for the Lab to transition to shut-down status prior to the expected time of storm conditions. The team also addresses flow of orderly communication to DOE site office, Lab staff, users, subcontractors, students, and the Residence Facility; current status of the Lab; special events or activities in progress or planned for the near term.

Hurricane Preparedness Tabletop Exercise  
March 30, 2006

2. Director's Office sends out an All-Staff E-mail informing individuals that the Lab has gone to HCP-2. This would include checklist links and directions to communicate through line management to the Associate Director individual group's hurricane-preparedness status.
3. Facility Management checks operation readiness of generators, pumps, and other equipment needed for essential operations.
4. Residence Facility should communicate with guests that, if Lab goes to HPC-3, they would be required to evacuate. Options for evacuation and alternative accommodations should be explained, and guests need to notify the Residence Facility staff if they will need assistance.
5. As defined by prior agreement, Residence Facility communicates with transportation providers and other alternate accommodation facilities to ensure availability for guests needing assistance.
6. Facilities Management ensures that subcontractors understand the Labs status and adjust work schedules accordingly. Subcontractors should understand that if the Lab goes to HCP-3, any subcontractor not on the list of essential personnel will not be allowed back on site until the Lab is considered fully open or they are given specific instruction by their SOTR.
7. Associate Directors determine hurricane readiness status for each group. When all groups have reported readiness, the Lab director should be informed.

*The Emergency Operations representatives from the City of Newport News stated that at this stage in a storm event, they would be reviewing their schedules, and communicating with state and local officials, and the National Weather Service. They would also be reviewing evacuation plans from flood-prone areas.*

*The Peninsula area flood/surge tables for the area are under review. The most recent draft version of the new flood/surge zones compared to the present was provided for the exercise participants' review. The revision yielded a significant increase in the area requiring evacuation in a flood event. The city representatives stated that, at this time, plans for evacuation of areas within the new flood/serge zones are underway, but the logistics – considering the limited egress out of the area – is making the plan difficult. They recommend to all residents of the zones, if possible, leave earlier rather than later.*

**Other considerations:**

1. Employees who have property vulnerable to storm and tidal damage may require time off, and work schedules should be adjusted accordingly.

**Third Stage (HPC-3) Preparations:**

National Weather Service issues a **hurricane warning** for our area.

Hurricane Preparedness Tabletop Exercise  
March 30, 2006

1. Director's Office sends an All-Staff E-Mail to initiate shutdown of the Lab by a specified time. This message would provide links to relevant checklists for shutdown and other useful information such as how staff will know when non-essential personnel are to come back to the Lab.
2. Non-essential personnel commence shutdown of their areas. Group/Department coordinators communicate to their Associate Director when shutdown of their area is complete. Upon shutdown of work areas, non-essential personnel depart from site.
3. Essential personnel commence shutdown of their areas, taking into consideration ramifications to other areas. Example: the Computer Center only needs two-three hours to shutdown and secure their equipment, but the accelerator site may need an hour or more lead time before they can turn off their computers.
4. Director's Office initiates communication coordination, i.e.: mobile radio distribution, text-page operations, distribution of emergency cell phone numbers, review of the conference call system, web-site updates for overall Lab status
5. Associate Directors report to the Lab Director completion of division's shutdown.

**Recovery:**

Recovery from a hurricane event would be in accordance with division procedures. Lab staff would be instructed to monitor JLab web page/phone for further instructions related to returning to the Lab.

**Action Items:**

Item Description	Responsible Lead Person	Due Date	Comments
Get written letter of understanding (or equivalent) from local and inland hotels agreeing to accommodate Residence Facility guests and lab staff in an event of an evacuation. The Lab should insist on assurance that the provider has not overextended itself. Inland universities may also be contacted for support in an emergency.	Marti Hightower	6/1/2006	
Get written letter of understanding (or equivalent) from local transportation provider to provide transport for Residence Facility guests in an event of an evacuation of the facility. The Lab should insist on assurance that the provider has not overextended itself.	Rusty Sprouse	6/1/2006	

Hurricane Preparedness Tabletop Exercise  
March 30, 2006

Item Description	Responsible Lead Person	Due Date	Comments
Confirm that EH&S Manual and other procedures states that evacuation of Residence Facility is mandatory if the Lab shuts down during a hurricane event. Basically if the Lab security guards leave the site, the Residence Facility should have been evacuated.	John Kelly	6/1/2006	
Determine need to provide to Human Resources, Emergency Manager, lists of essential personnel for various emergency events including, severe weather (snow), hurricanes, power outages, pandemic.	John Kelly	6/1/2006	
Policy to be changed to state that only authorized personnel are to be on-site until the Lab has been declared fully opened. Unauthorized personnel will be asked to leave the area, and, if necessary, security will be asked to escort them off site.	Rusty Sprouse	6/1/2006	
Incorporate the following changes to Severe Weather Procedure:			
a. Severe Weather Team assembles early and advises Facility Manager early with respect to the NWS advisory level.			
b. Make clear that guidance in this procedure can be superceded by the Lab director and will be based on anticipated weather conditions.			
c. Communication to lab staff on when it is safe to return to lab (how, when, by whom)			





## Hurricane Preparedness Conditions (HPC) & Primary Actions

